

**CSU101 Computer Science and Its Applications**  
**Spring 2008**  
**Lab 0**

1. Open your Blackboard account and make sure this course, **CSU101**, is listed among your courses.
2. Access your space in **MyFiles.neu.edu**. Create a folder called **CSU101** within this space, and then create a sub-folder within that called **Excel**. You can use this folder to store your Excel work for this course. It will allow you to save files and recover files from anywhere you have an internet connection. While you're at it, try moving a file from your desktop to your new MyFiles folder, and then try moving it back. It will pay to practice with the MyFiles user-interface so that it becomes useful, and doesn't get in the way when you need it.
3. Use the Windows search facility to find the .exe file for Microsoft Word on the lab machine, and note the complete path to this file.
4. Create a shortcut to Windows Explorer on your desktop, and make sure the shortcut works properly.
5. Create a folder on your desktop called **CSU101**. Then create a sub-folder whose name is the same as your last name.
6. Within this sub-folder create a Word file containing the following information:
  - a. Your email address for this semester, the one you plan to monitor.
  - b. The full path and file name for this Word file on the lab machine.
  - c. A description in no more than three paragraphs of what you expect to learn in this class.
  - d. Make sure your name appears within the file.
7. Name this Word file *yourlastnameLab0.doc* and submit it under *assignments* as Lab 0 in Blackboard for your section of CSU101.
8. Remember late labs incur a grading penalty of 20% within 24 hours, and 100% penalty there after.